



## Budget Request Form FY2019

*Department should complete one form for each individual request*

**Department:** Student Life Studies

**Program, Service, or Operation Requested**

*Hiring Adjustment for Data Analyst*

SAFAB Use Only	
YES	NO

**General Description:**

*We want to plan for a hiring adjustment for the Data Analyst because we need to provide competitive salary and benefits to recruit and retain a high quality staff member in the department. The Texas A&M Human Resources salary range for the position is lower than what is competitive.*

**Request Type:**     Full     Increase     One-Time     Partial/Matching

**Type of Funds Requested**     UAF     Other

**General Questions:**

***How does this address an important need and positively impact students?***

We are hiring a new Data Analyst; our previous one is now working in an academic college at a higher salary. Based on the Human Resources hiring pay range, the posted salary for that pay level is not as competitive as it could be. Strategically, we need to be prepared to increase compensation as one retention tool. We appreciate having an experienced data analyst who can perform more complex statistical analysis, work with large data sets, and supervise and coach Graduate Assistants. With the increased attention on Student Affairs' impact on persistence, retention, and time to graduation, our department provides the analysis for the departments in the Division.

***What department/Division Strategic Plan item does this support?***

The work we do supports DSA Goal 2: contributing to student success, including retention/persistence and timely graduation. We have the access and expertise to analyze student records, but also to help departments think about how to expand their programs, incorporate student learning, and help prepare students for the

work world. In addition, this request supports the SLS goals of providing quality assessment services, as well contributing to the knowledge base about student experiences.

***What is the impact if not funded?***

If the funding is not approved, we could increase our turnover as staff search for better paying positions, either within our outside the university. We do not currently have much flexibility in our operating funds, since the vast majority is for salaries.

***Please provide any data, evidence, input (student faculty, staff, other) you gathered to help you determine the need for additional resources.***

We track the number of projects on an annual basis, as well as administer a customer service survey and staff focus groups to gather data about how we can improve and serve Division staff and student organizations better. We continually focus on the timeliness of each step in our process, our communication with clients, and the information we are providing to the university community. While 97% of clients say the assessment was designed in the time frame explained to them, 85% says they received the report in the time frame explained. The time to the report is dependent somewhat on the timeliness of the data analysis. We also value quality and the ability to translate statistical analysis/modeling, so we need a Data Analyst with communication and analytical skills.

***What actions have you implemented internally to address the identified need?***

We shifted some of our expenses to reserve funds and decreased the number of GAs employed. With the recent claw back of our budgets, we eliminated all of the professional development expenses from the operating budget.

***Generally, what assessment tools will you use to evaluate this program/service?***

We have a customer service survey that is sent to clients following the completion of a project. We ask about satisfaction, timeliness, and quality of work. We take pride in positive feedback from our clients, who frequently mention specific staff members and the speed and quality in which we work. We want to maintain that high level of satisfaction. The easier and faster that staff/student organizations get results, the easier and faster they can implement positive changes. In 2016-2017, overall 100% of the clients were satisfied with our services. We also track the number of days for each step in the process, focusing on how to be more efficient.

***How have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered?***

***Please explain.***

We have moved some items to reserves, but that is not a long-term solution to salaries. What we do does not lend itself to fundraising and sponsorship, but the better we do our job, the more other departments can be successful in their fundraising and sponsorship efforts.

**Funding Description:**

Dollar Amount	
<b>Total Estimated Cost</b>	
Hiring Adjustment for Data Analyst	\$10,000
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL INCREASE REQUESTED</b>	<b>\$10,000.00</b>

SAFAB Comments/Notes: